

**ADVISORY BUDGET COMMITTEE
TOWN OF MADISON
October 13, 2020
MINUTES**

Members Present – Chairman Ron Force; Selectman John Arruda; School Board Representative Michael Brooks; Nicole Nordlund; Ned Rogerson; Doug McAllister; Steve Bartlett

Others Present – Selectman William Lord; Town Administrator Linda Shackford; DPW Director Jon Cyr; Administrative Assistant Kim Cyr; Fire Chief Richard Clark; Madison Fire Dept Members Russ Hawkes and Tina Belanger; Madison TV Videographer Moselle Spiller

Where and When Posted – Town Hall upper & lower bulletin boards and Madison & Silver Lake Post Offices on September 22, 2020.

Meeting Called to Order – By Chairman Force at 6:00 p.m.

Chairman Force addressed the public offering that if they had any questions for the Committee to please raise their hand and if they have comments there will have an opportunity later in the meeting during public comment. Viewers on MadTV can contact Linda Shackford at the Town Hall via phone 367-4332x300 or email at linda@madison-nh.org.

Approval of September 15, 2020 minutes – **Motion** by McAllister, seconded by Rogerson to accept the minutes of September 15, 2020 as written. The motion passed **unanimously**.

Current Town 2020 budget drawdown status – **Arruda** noted that we are currently at 78.6% of the year with 68.6% of the budget spent. Arruda feels we are in good shape overall.

Proposed Town 2021 budget and warrant articles review – Arruda began a reviewed the preliminary budget pages. Departments commented upon are listed:

Ambulance – The increase was explained as in 2020 there were three months covered by the operating budget and the remainder of the year was overed by a warrant article.

Direct Assistance – The line has been lowered a small amount. The Welfare Director does a great job at managing the funds available for assistance.

Fire – This budget is up 1.3%.

General Government Buildings – The fuel line may need an increase due to the Solid Waste line, which will be discussed further down the list.

Insurance – We have not received the 2021 rates for property liability and workman's comp.

MadTV – This is funded through cable franchise fees.

Solid Waste – Arruda stated that we currently contract with North Conway Incinerator and the move close to 1,300 tons of waste a year for the town. Director Cyr and Arruda have ran some numbers with the town hauling ourselves with the town's equipment. Those numbers show an estimated potential savings of \$51,000/year. This savings makes the investment into the hauling truck and sound investment decision.

Arruda added that the Board of Selectmen will be reviewing this again at their meeting next week and Arruda plans to do some more tweaking. Force asked how do the percentages look compared to last year, taking COVID-19 into consideration. Arruda feels that we have spent less with the Transfer Station being the department that has been hit hard for increased costs. Arruda overall feels we will be in a better cash position at the end of the year with his projected surplus number at \$175 - \$180,000.

Force asked if there are any expected warrant articles planned. The fire and highway departments are considering trucks, the parks and rec is considering a tractor/mower, and the \$10,000 2020 warrant article for replacement of the a/c unit at town hall may come back in 2021 with a better more efficient solution.

Lord mentioned several warrant articles that included the OHW fireworks, the annual Conservation Commission request, and possibly a combination dam and boat ramp repair project.

Appointment of ABC reviewer of petition warrants – Rogerson volunteered to perform the review again this year. The Committee appreciated and accepted his offer.

Additional Committee comments/subjects – Force informed the committee that information regarding meetings will be sent ahead by electronic means ahead three days ahead of the meeting with paper copies being provided at the meeting.

It is with hope that the tax rate will be set within the next two weeks and when determined it will be shared with the committee.

Electronic participation in committee meetings was reviewed. The procedure is governed by RSA that includes the requirement for the electronic participant to be able to hear everyone and be heard by everyone. If a cell phone will accomplish that requirement, it can be used.

Determine Location of November meeting – After discussion it was decided that the November 10th meeting will be held again in the gymnasium citing ease of social distancing.

Proposed Changes the Town Budgeting Ordinance – The Committee reviewed the Town Budgeting Ordinance and discussed amendments. These amendments are shown on the following pages in red.

TOWN BUDGETING ORDINANCE

BACKGROUND

The 1986 Master Plan (page 30) states "The Selectmen should continually review the effectiveness of the Town's agencies".

Proposals to adopt the Municipal Budget Act (RSA 32) have been defeated at three different Annual Town Meetings.

Budget Committees have recommended that their functions, responsibilities, and procedures be formalized in writing. This document is ~~presented~~ ^{presented} to the Town for its approval and adoption in an effort to provide direction and purpose to the Advisory Budget Committee.

ADOPTION

Adoption of the Advisory Budget Committee Ordinance ~~shall~~ ^(tense) become effective after a majority vote of the Town by the checklist during the March 1991 Annual Meeting.

FUNCTION

- A. The Advisory Budget Committee shall perform the following functions.
1. Review line item budgets of the Town and School indicating the approval or disapproval of each item which will be printed in the Annual Report.
 2. Interface with Capital Improvement Plan and make recommendations to the Planning Board via the Board of Selectmen and the School Board.
 3. Meet with the Selectmen and ~~the~~ School Board ~~at least quarterly~~ ^{regularly during the budget cycle} to acquire budgetary information.
 4. Prepare a separate written narrative report for inclusion in the Annual Madison Town Report.
 5. Indicate approval or disapproval of all money related warrant articles.
 6. Attend Public Hearings and Town/School District meetings to respond to public inquiries and recommendations.
- B. Responsibilities of Selectmen and School Board.
1. Submit draft and final budgets and dollar related warrant articles to the Advisory Budget Committee for their assessment and review in a timely manner.

2. Participate in fact finding on the specifics of the budget/warrant articles with the Budget Committee prior to a public hearing.
3. Jointly participate in budgetary public hearings prior to finalizing the Town/School Warrants and printing of the Town Report.
4. At ~~quarterly~~^{all} meetings with the budget committee at a mutually convenient time to review the status/progress of expenditures compared to the appropriated budget and identify potential problem areas.
5. Inform the budget committee as soon as possible of emergencies with significant financial impact or overdraft/deficit spending situations.

ORGANIZATION - Terms of Advisory Budget Committee Members.

The members of the Budget Committee will be elected on Town ballot. The terms of elected members shall be three years. The initial term of members first elected shall be staggered so that no more than two positions become vacant each year.

The Advisory Budget Committee shall consist of seven members. Five are to be elected from registered voters. There will also be two ex-officio members, one shall be appointed from the Board of Selectmen and the other appointed from the School Board. Ex-officio members are voting members, but are prohibited from serving as chairman.

As duly elected or appointed officers of the municipality, members of the the Advisory Budget Committee shall take an oath of office as required by RSA 42:1. The municipal records and Town Report should clearly show the dates of election or appointment and the expirations of the terms. Appointments made to fill unelected or vacancies will be made by the chairman of the budget committee and will be for the remainder of the term.

The Advisory Budget Committee shall elect its chairman to serve ~~no longer than one year during his/her term~~. The chairman may appoint no more than two alternates to serve in the absence of elected/appointed members. Alternates may serve on sub-committees at any time. Alternates may vote only when filling in for an elected or appointed committee member.

REPORTS

Prior to December 1, a preliminary draft of the Town and School Budget will be forwarded to the Advisory Budget Committee.

~~Each December 31,~~ ~~a copy of each department budget as approved by the Selectmen and the School Board will be forwarded to the~~
~~January 31st for the Town and December 31st for the school,~~

Chairman of the Advisory Budget Committee. Each report shall contain sufficient detail with line item listings of previous years expenditures.

~~The Advisory Budget Committee shall submit to the School Board and/or the Selectmen on or before January 15, the budget amounts proposed by the Budget Committee for inclusion in the Town Report.~~

In compliance with the Department of Treasurers calendar,

Prior to February 1, the Advisory Budget Committee shall submit a majority report in essay format, stating their analyses of the budget submitted to them by the School Board and the Selectmen. The report shall be published in the Annual Report. The committee will identify those expenditures which are not recommended for approval in the respective budget and warrant articles.

STATEMENT OF EXPENDITURES

Each quarter of the calendar year the Selectmen and the School Board shall submit to the Advisory Budget Committee a summarized statement of all expenditures by department. The Advisory Budget Committee may review all expenditures and obtain detailed documentation of specific items upon request ~~of~~ the Selectmen or School Board. The documentation shall be submitted to the Advisory Budget Committee within ten days upon receipt of a written request.

Electronic participation Per RSA 91-A:2, III is allowed by members whose attendance at a meeting is not reasonably practical.

MEETINGS

regularly during the budget cycle.

The Advisory Budget Committee shall meet ~~at least quarterly~~. A quorum (four of seven members) is required to be present to declare a meeting. A member missing three or more meetings in a year may be disqualified from membership for cause by the remaining Advisory Budget Committee. The chairman of the committee will appoint a member to fill the vacancy until that term has expired.

~~Each January,~~ Members should be present to jointly participate in public hearings presenting the budgets, warrant articles, and to receive questions and comments from the general public.

Minutes of all Advisory Budget Committee meetings shall be taken and made available to the public not more than ~~seven~~ *five* days after the meetings.

AUTHORITY

Authority shall not extend to the day to day management of school and municipal functions nor to the supervision or control of any office or employee. The committee shall have access to all Town books and papers of a financial nature to obtain information relative to fiscal assessment of the budget and expenditures necessary for the proper performance of their duties. The Budget Committee shall not function in an auditing capacity.

Adoption of this ordinance shall in no way impair the authority and duties of the Selectmen, School Board, or any Board or Commission created by the Town's legislative body.

AMENDMENTS AND REVISIONS

The Selectmen shall hold a public hearing on amendments and revisions to this ordinance at least 15 days but not more than 30 days before the question~~s~~ is to be voted on. Notice of the hearing shall be posted in at least two public places in the municipality and published in a newspaper of general circulation at least seven days before the hearing.

If a majority of those voting on the question~~s~~ vote "Yes", the amendments and revisions shall apply within the Town on April 1 next following such vote.

DISSOLUTION

The Advisory Budget Committee may be dissolved by a ~~two-thirds~~ ^{two thirds} majority vote of the legislative body by checklist of the Town of Madison.

RECOURSE

Under the provisions set forth by the Attorney General on the Right to Know Law (RSA 91-A), the Advisory Budget Committee may file a petition for a court hearing to enjo~~in~~ the Town Selectmen or the School Board from violating RSA 91-A.

OUTSIDE AUDITORS

Copies of the independent auditors report for the Town and School shall be ~~submitted~~ ^{made available} to the Advisory Budget Committee upon receipt of such report.

Article 19. To see if the Town will vote to adopt the "Town Budgeting Process" document as proposed by the Selectmen as directed at the 1990 Town Meeting (see proposed document at the end of these warrant articles). Moved by Henry Forrest, seconded by Eddy Lyman. John Mallar made a motion to amend the word document to ordinance. Seconded by Henry Forrest So Voted

It was felt that the "Town Budgeting Process" gave the town's people more control over their budget than the Municipal Budget Law would.

Randy Cooper made a motion to change the wording in the Town Budgeting Ordinance under DISSOLUTION to "The advisory Budget Committee may be dissolved by majority vote of the legislative body by checklist of the Town of Madison." Seconded by Joe Viana So Voted

Article 19 as amended YES - 64 NO - 24
SO VOTED

Public Comments: There were none.

7:32 PM – McAllister made a **motion** to adjourn, seconded by Rogerson. The motion passed unanimously.

NEXT ADVISORY BUDGET COMMITTEE MEETING – The next Advisory Budget Committee Meeting will be on Tuesday, November 10, 2020 at 6:00 p.m. in the Elementary School Gymnasium.

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ADVISORY BUDGET COMMITTEE and SCHOOL BOARD
October 13, 2020
MINUTES

Members Present – Chairman Ron Force; Selectman John Arruda; School Board Representatives Michael Brooks; Nicole Nordlund; Ned Rogerson; Doug McAllister; Steve Bartlett

Others Present – School Board Member Jim Curran; Town Administrator Linda Shackford; Administrative Assistant Kim Cyr; Madison TV Videographer Moselle Spiller

Where and When Posted – Town Hall upper & lower bulletin boards and Madison & Silver Lake Post Offices on October 9, 2020.

Meeting Called to Order – By Chairman Force at 7:40 p.m.

Current School 2020 budget drawdown status – Curran gave an overview of the paperwork submitted to the committee for review. The current Principal recommendation has the budget at approximately \$44,000 less. That number does not include the teacher raises which is being done as a warrant article for the collective bargaining agreement. The other unknown is the amount to be paid to the Town of Conway.

Force asked if there have been more or less expenses due to COVID-19. Curran responded that there are different expenses using the cost of food as an example and also adding that they have received reimbursement funds from the Federal government.

Rogerson asked about special needs expenses last year. Curran stated that there was a saving shown at the end of the year because some of the residential facilities closed down so some boarding expenses were paid.

Rogerson asked about the surplus funds at the end of the 2019-2020 school year. Curran explained that the school board still has to decide how handle the approximately \$271,000 surplus of funds noting there would be a warrant article necessary to be approved. Brooks hopes to see the trail that shows that the surplus funds were used to reduce the school portion of the tax rate. Bartlett feels the school board has the right intent and also hopes to see the trail. Brooks expressed his concern that the school year closed June 30th but we are in October without things settled. Curran stated he will ask for a breakdown.

Update on classroom/remote learning on the 2020-2021 budget – Some students have opted to have remote learning with the majority of students in school. Brooks noted that there has been no change to enrollment with the exception of a possible new family with three children. Curran explained that students can change to remote learning at any time. Students must give the school two-weeks' notice if they'd like to return to in-class learning.

Proposed School 2021 budget and warrant articles – Curran noted that there are no major changes adding that contracts were proposed for only one year.

Rogerson asked if the open teacher spot from last year was filled. Brooks responded yes.

Force asked if the School Board would be willing to share a copy of the monthly packet they receive with the committee. Brooks will take care of that.

Determine dates/times/locations of future monthly joint meetings – Curran is available to attend the November 10th Advisory Budget Committee meeting if needed. The committee felt that attendance at the December meeting could be helpful. Curran will see if board members and the superintendent are available for the December meeting. This item will be put on the November agenda to affirm if they should attend.

Additional Committee comments/subjects – Bartlett informed the committee that there is a Co-Operative School District Study Committee being formed and they are looking for a Madison representative. Bartlett volunteered for the study committee with the committee expressing their appreciation.

Public Comments – There were none.

8:26 PM – McAllister made a **motion** to adjourn, seconded by Bartlett. The motion passed unanimously.

Respectfully Submitted,

Linda Shackford,
Town Administrator
Recording Secretary